

The Loudoun County Emergency Medical Services Council, Inc.

Matching Funds Project 2003-2004

November 18, 2003

Objective:

To assist licensed EMS Agencies in the purchase of new or replacement operational equipment on licensed EMS Agency vehicles in Loudoun County by providing fifty percent matching funds on the purchase price of items approved by the Executive Committee of the Loudoun County EMS Council.

Eligibility/Procedures:

Loudoun County EMS Council member agencies are eligible to submit requests for new or replacement operational equipment on licensed EMS Agency vehicles for consideration to the Executive Committee.

Approval of requests will be based on need and the limitation of available funds. Only new or replacement equipment requests will be considered by the Executive Committee of The Loudoun County EMS Council, Inc.

Requests for previously purchased equipment will not be considered for the project.

Requests must be submitted using the attached form to the Secretary of the Loudoun County EMS Council, Inc. at the following address:

**Jay Brown, EMT/P
Deputy Chief
Department of Fire-Rescue Services
16600 Courage Court
Leesburg, Virginia 20175**

Requests must be received in the approved format no later then the close of business on January 5, 2004, for the review and consideration of the Executive Committee of The Loudoun County EMS Council, Inc. Verbal requests will not be considered for inclusion in the project.

Procedures following approval of request:

The contact person on the request form will be notified that the submitted request for matching funds has been approved.

The EMS Council will seek the best possible price for the equipment requested and will attempt to remain with the recommended source on the request.

Once the firm price of the equipment and associated costs have been established, the contact person will be notified.

The agency will then be required to submit a check made payable to the Loudoun County EMS Council, Inc. for one-half the cost of the approved item prior to the ordering process. The check must be received within three weeks of notification. If the check is not received within the prescribed period of time, then the approval will be considered null and void and other agency requests will be considered from the priority list established by the Executive Committee.

Upon receipt of the check for 50% of the cost of the items, the Loudoun County EMS Council, Inc. will contract for the purchase of the equipment and pay the remaining 50% of the approved cost.

Upon receipt of the equipment purchased, the equipment will be turned over to the EMS Agency with full title of ownership.

Any additional questions concerning this process can be directed to Leo C. Kelly – Chairman of The Loudoun County EMS Council, Inc. at JerseyVa@AOL.COM or Jay Brown – Secretary of The Loudoun County EMS Council, Inc. @ Jbrown@loudoun.gov.

Loudoun County EMS Council, Inc.

Matching Funds Request Form

Please provide the following information to support your request:

Loudoun County EMS Council Member Agency:

Contact Person for Agency:

Name: _____ **Title:** _____

Telephone Number: (Day) _____ **(Evening)** _____

Item Requested: _____

Estimated or actual cost of requested item: _____

Full description of the item (include manufacturer name, distributor, model number, etc.):

**Matching Funds Request Form
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Licensed EMS Agency Vehicle that the equipment will be used on:

Signature of individual authorized to act on behalf of the licensed agency:

Signature: _____ **Title:** _____

Printed Name and Title: _____

Date: _____

Do not write below this line – For EMS Council use only

Date and time received: _____

Total Cost of item based on best available price to include shipping costs:

EMS Council assigned priority: _____

Date Check received from member EMS Agency: _____ ***Check #*** _____

Date equipment ordered: _____ ***Ordered from:*** _____

Telephone #: _____

Date equipment received by Council: _____

Date transferred to EMS Agency: _____

Person receiving equipment: _____